

## PROCEDURE GUIDE FOR EMS COURSE PAPERWORK

### 1. Application for Training Course

A. Complete application for training must be submitted to the certification section at least 30 days prior to your requested course starting date making sure you have attached a completed syllabus along with clinical requirements, if any, for the course level. Clinical requirements include number of hours and location. Your course application will not be processed if the application is not complete.

B. Make sure the appropriate individuals have signed the course application. The medical director does not have to sign the application for any level.

C. Send the completed course to the Indiana Homeland Security Training Institute where it will be assigned a course number and reviewed for approval. You must not start your course until you have received an approval letter.

D. Anytime your course syllabus changes you must report those changes in writing to the registration and certification section of DHS.

### 2. Application for Practical Examination

A. If you are planning to host a practical examination for the basic or basic-advanced levels you must submit an application at least 30 days in advance. If you do not have all the student's names at the time of mailing you may submit them no later than 16 days prior to the examination date. You must have at least 10 confirmed students to host an examination. A minimum of 15 students are required before you may hold a closed exam.

B. You may also send your students to an outside practical. Dates and locations are on the DHS web page. Students should call the practical coordinator directly.

C. First Responder, Basic and Basic-Advanced students must successfully complete the practical examination within 1 year of course completion.

### 3. Written Examination Sign-up

A. Written examinations for First Responder, Basic, Basic-Advanced, Prerequisite for Primary Instructor and Primary Instructor can be taken at any of our regional test sites. Dates and locations are on the DHS web page. Students must call and register at least 3 days prior to the examination date. Instructors may elect to register their entire class. You must have a course number when you call and register for an examination. Test locations with less than 10 people registered will be cancelled 1 week prior to the scheduled test date. Test sites have a maximum seating number and may fill. Students must have their driver's license or State issued identification card and their primary instructor verification of course completion in order to test.

B. First Responder examinations can still be sent directly to the primary instructor responsible for the course. Call and request them 2 weeks prior to your examination date.

### 4. Course Report

A. Course reports must be received in the DHS training and certification office within 15 days of course completion.

- B. Make sure medical director signs for all medical courses.
- C. Fill out form completely making sure you list student's age, course score, and hours completed. All students enrolled in course must be listed.